The American Bar Association Rule of Law Initiative (ABA-ROLI) seeks candidates for a Staff Translator/Interpreter position in our Beijing program implementation office. The Staff Translator/Interpreter will be responsible for facilitating written and oral communications between Chinese and English to support the work of the office.

ABA-ROLI is a public service program that provides technical assistance in support of legal reforms and the rule of law in over 40 countries around the world. ABA-ROLI’s Asia Division currently implements projects in China, Cambodia, Vietnam, Thailand, the Philippines, and Nepal, as well as a regional anti-corruption program. The ABA-ROLI China Program supports a variety of legal reform and legal training projects in mainland China, with a particular focus on issues of public interest law and good governance.

Duties of the Staff Translator/Interpreter include:

• Translation of program documents between English and Chinese and Chinese and English
• Interpretation of meetings conducted in both English and Chinese
• Sequential interpretation at conferences, workshops, lectures
• Correspondence and document preparation
• Accompanying and assisting English-speaking legal experts during their visit in China
• Travel within China as necessary for meetings and program activities
• Administrative assistance as needed, including telephone calls and other communications, on-line research, and such other duties as may be assigned from time to time

Qualified candidates will possess: (1) a B.A. degree, (2) fluency in Mandarin Chinese and English, (3) translation/interpretation experience, (4) a strong sense of responsibility, (5) strong organizational skills, and (6) an interest in legal reform issues. This is a full-time position, with a competitive salary and benefits package.

Interested individuals should send a cover letter, resume, and references to Ms. Ding Xia (abadingxia@yahoo.com). Candidates will be considered on a rolling basis until the position is filled. ABA-ROLI will contact only those candidates whom it selects for interviews.

ABA is an equal opportunity employer. Employment decisions will be made based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.